

## BILLING INFORMATION

### Contract Information

The Contract Administrator is responsible for the preparation of Form SW-2680 which must be completed after receiving an approved and signed pricing addendum from Manager-Affiliate Services (Contracts). Instructions for completing this form and an exhibit of this form are in Sections III and IV. The completed Form SW-2680 and the pricing addendum should be forwarded to the Manager-Affiliate Service (Billing), One Bell Center, no later than the first workday of the month in which billing is to begin. One SW-2680 must be prepared for each contract schedule and addendum. Form SW-2680 must be prepared and submitted before Forms SW-2681 and SW-2681T can be processed. Instructions for completing forms SW-2681 & SW-2681T and exhibits of these forms are in Sections V and VI.

### Revenue Distribution

Billed amounts are journalized as revenue or income rather than a reduction in expense. The revenue or income is distributed in the same manner as the expense was incurred. For example, if all of a service is performed in one state, all the revenue or income is distributed back to that state. In addition, related revenue and income for GHQ expenses incurred while providing a service is prorated back to the states using the same percentages used for the expense prorate. Revenue and income are journalized in the state in which the expenses are journalized. Revenue and income are journalized to the State Location Code and the Responsibility Code of the appropriate Market Area Vice President(s).

The Contract Administrator must indicate the appropriate revenue or income distribution on Form SW-2680 for each schedule and addendum.

Affiliate Billing Revenues are journalized to the appropriate accounts listed below: (Accounts Manual 4/1/97)

**ACCOUNTS**

4010.2416	State Tax
4010.2915	Federal Tax
5230.112	White Page Directory-Non Reg.
5240.21	Rent Revenue-Land and Space in Buildings
5264.29W	Affiliate Billing Revenue (Non Mkt. Area)
5280.9913	Remittance Center Services-Non Reg.
5280.9914	Technical Personnel Services-Non Reg.
5280.991A	Affiliate Joint Marketing-Non Reg. (BSC)
5280.9925	Affiliate Joint Marketing-Non Reg. (RSC)
7360.1	Other Nonoperating Income-Misc. Income (Furniture Leasing/Lobbying Activities)

**Units Data**

The Contract Administrator must provide units data or nothing to report (NTR) on Form SW-2681 (on a positive basis.) to the Manager-Affiliate Services (Billing), One Bell Center, by the fifteenth calendar day of the month following that in which service was provided.

**Cancellation**

If it is necessary to cancel billing because of early termination of a contract schedule and/or addendum, the Contract Administrator must advise the Manager-Affiliate Services (Billing) in writing by the first workday of the month in which the last bill is to be rendered. (Fill out bottom portion of SW-2680 and mail to Manager-Affiliate Billing, OBC, 38-U-5.)

### **Changes**

When changes are made in the contract terms that affect billing or when a contract is renewed, a new Form SW-2680 must be submitted to the Manager-Affiliate Services (Billing) by the first workday following the month in which the new addendum becomes effective. All changes to addenda must be approved and signed by representatives of SWBT and the affiliate for which the contract is applicable.

When the Contract Administrator's responsibilities are transferred (because of personnel changes, reorganization, etc.), the new or existing Contract Administrator must inform the Manager-Affiliate Services (Billing) in writing as soon as the transfer is effective. (Fill out bottom portion of SW-2680 and mail to Manager-Affiliate Billing, OBC, 38-U-5.) Forms signed by one other than the Contract Administrator on record will not be processed.

**Instruction for Preparation of Form SW-2680**

**AFFILIATE BILLING DATA**

- A) Enter the three-digit schedule and the three-digit addendum number, e.g. 017-004.
- B) Enter the schedule title, e.g., Official Communications Services.
- C) Enter the addendum title, e.g., Official Directory Services.
- D) Enter the date the prices on the attached pricing addendum are effective in the "from" date space (month services will begin) and the date through which the prices will be effective in the "to" space (normally 12/31 of the current year).  
Note: The date the price(s) are effective is not necessarily the date the pricing addendum is signed.
- E) Place an X on the line in front of each affiliate that will be affected by the attached addenda/addendum. Spaces have been provided for affiliates that may be added after the form is introduced. One Form SW-2680 may be prepared with several affiliates marked and the pricing addenda for each of the appropriate affiliates attached.
- F) Enter the percent of the billing to be distributed to each state and/or GHQ if the distribution is to be a fixed distribution, e.g., 11% Arkansas, 13% Kansas, 20% Missouri, 15% Oklahoma, 30% Texas, and 11% GHQ, or nothing to the states and 100% GHQ. If a percent is entered in the GHQ space,

the proper prorate type percentage must be entered, e.g., 100% AS, or 50% AS and 50% AY.\* A space has been provided for a prorate type different than those shown. If the billed amounts are to be distributed to the states only, as shown on the SW-2681, entries in this area are not necessary. Refer to Section IV, Pages 11 thru 15, for more detailed information

- G) The Contract Administrator should enter the date, their title, telephone number address and then sign on the signature line.
- H) Attach the pricing addendum/addenda to the completed Form SW-2680 and forward the data to the Manager-Affiliate Services (Billing), One Bell Center, 38-U-5.
- \* The Prorate Type is determined by identifying the Job Function Code of the person performing the service, then locating the correct Main Account associated with this Function Code. (These codes can be found in the SATRN -- Account and Expenditure Dimension Guide.) After Main Account is determined, locate the appropriate Prorate Type Table (Section IV, Page 15) and match the proper Prorate Type applicable to the Main Account.
- \*\* A copy of the current pricing addenda/addendum must be attached to the completed SW2680. Forward to the Manager-Affiliate Services (Billing), One Bell Center, 38-U-5.



## AFFILIATE BILLING DATA

Retain 10 Years, until \_\_\_\_\_

NOTE: Attach copy of the current signed contract and pricing addendum.

SCHEDULE AND ADDENDUM NUMBER \_\_\_\_\_ A \_\_\_\_\_

SCHEDULE TITLE \_\_\_\_\_ B \_\_\_\_\_

ADDENDUM TITLE \_\_\_\_\_ C \_\_\_\_\_

CONTRACT PERIOD FROM \_\_\_\_\_ D TO \_\_\_\_\_  
(MONTH SERVICES WILL BEGIN)

- E AFFILIATE TO BE BILLED
- \_\_\_\_\_ (150) BELL COMMUNICATIONS RESEARCH, INC. (BCR)
  - \_\_\_\_\_ (200) SBC ASSET MANAGEMENT, INC. (AMI)
  - \_\_\_\_\_ (250) SBC CENTER FOR LEARNING (CFL)
  - \_\_\_\_\_ (300) SB COMMUNICATIONS SERVICES, INC. (SBCS)
  - \_\_\_\_\_ (325) SB INTERNET SERVICES, INC. (SBIS)
  - \_\_\_\_\_ (400) SOUTHWESTERN BELL TECHNOLOGY RESOURCES, INC. (TRI)
  - \_\_\_\_\_ (425) SB ADVANCED SERVICES, INC. (ASI)
  - \_\_\_\_\_ (500) SBC MANAGEMENT SERVICES, INC. (MSI)
  - \_\_\_\_\_ (525) SBC MANAGEMENT SERVICES, INC. - USA, (MSUSA)
  - \_\_\_\_\_ (575) SBC MEDIA VENTURES, INC. (SBMV)
  - \_\_\_\_\_ (600) SBC SERVICES, INC. (SBS)
  - \_\_\_\_\_ (625) SOUTHWESTERN BELL MESSAGING SERVICES, INC. (SMBI)
  - \_\_\_\_\_ (680) SBC INTERNATIONAL, INC. (SBCI)
  - \_\_\_\_\_ (700) SOUTHWESTERN BELL MOBILE SYSTEMS, INC. (SBMS) (OUT REGION)
  - \_\_\_\_\_ (710) SB WIRELESS, INC. (SBW) (IN REGION)
  - \_\_\_\_\_ (725) SB COMMUNICATIONS, INC. (SWSC)
  - \_\_\_\_\_ (775) SOUTHWESTERN BELL VIDEO SERVICES, INC. (VID)
  - \_\_\_\_\_ (800) SOUTHWESTERN BELL YELLOW PAGES, INC. (SBYP)
  - \_\_\_\_\_ (900) SOUTHWESTERN BELL TELECOMMUNICATIONS, INC. (SWT)

### DISTRIBUTION OF INCOME AND REVENUE:

GHQ

Enter percentages for Fixed Distribution to One or More States or One or More States and GHQ or GHQ Only:

Arkansas \_\_\_\_\_ % Kansas \_\_\_\_\_ % Missouri \_\_\_\_\_ % Oklahoma \_\_\_\_\_ % Texas \_\_\_\_\_ % GHQ \_\_\_\_\_ %

Enter GHQ Prorate Percentage(s) AS \_\_\_\_\_ %

AS \_\_\_\_\_ %

AY \_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

APPROVED BY (SIGNATURE):

G CONTRACT ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

☐ CONTRACT ADMINISTRATOR CHANGE NAME \_\_\_\_\_ DATE EFFECTIVE \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

THE SCHEDULE AND ADDENDUM LISTED ABOVE: • ☐ WILL NOT BE RENEWED IN \_\_\_\_\_ (YEAR)

• ☐ IS CANCELLED - EFFECTIVE DATE \_\_\_\_\_

• EXPLANATION ATTACHED

\_\_\_\_\_  
SIGNATURE & TITLE

FOR INTERNAL USE ONLY

☐ Official File Copy, if Checked in Red

## REVENUE AND INCOME DISTRIBUTION

### State or GHQ

Revenue and income generated from services provided by a state are journalized in the state in which the corresponding expense was journalized. Revenue and income generated for GHQ are also prorated back to the states in the same manner in which the expense was prorated.

### Data Provision

The Contract Administrator must review each contract schedule and addendum and determine the correct and appropriate revenue distribution. This information must be provided to the Manager-Affiliate Services (Billing), One Bell Center, 36-U-5, on Form SW-2680 for use in journalizing billed amounts.

The Contract Administrator must categorize each contract schedule and addendum by the section(s) providing the service and determine which of the following situations applies to each service:

#### Situation 1) One state

If the work is performed in one state, or the expenses are to be absorbed by one state, then the units must be reported in the same manner. All revenue generated goes back to that state. Revenue distribution is not necessary.

**Situation 2) More than one state**

If the work is performed in more than one state, or the expenses are to be absorbed by more than one state, then the units must be reported in the same manner

- a) Flat Rate per billing period - percent to journalize in each state must be determined. Revenue and income distribution is necessary. Complete the revenue and income distribution\* part of the Form SW-2680.
- b) Flat Rate per unit - revenue that goes to each state can be determined by the price per unit and the number of units provided by each state. Revenue and income distribution is not necessary. Do not complete the revenue and income distribution part of the Form SW-2680.

**Situation 3) GHQ only**

If the work is performed in GHQ, or if the expenses are to be absorbed by GHQ, then the units must be reported in the same manner. All revenue and income must be properly prorated back to the states. The GHQ prorate type and the percent of revenue and income to be prorated using each prorate type must be determined for revenue and income distribution. \* Complete the appropriate revenue and income distribution part of the Form SW-2680.

- \* A copy of the study or logic that establishes the revenue distribution must be attached to the SW-2680.



**Situation 4) States(s) and GHQ**

If the work is performed in GHQ and one or more states, or if the expenses are to be absorbed by GHQ and one or more states, then the units must be reported in the same manner

a) **Separate Prices** (flat rate per unit or billing period) - revenue or income can be separately identified because prices are separately identified on the contract schedule and addendum; the states(s) and GHQ receive their appropriate revenue and income. Only the GHQ prorate type and the percent of revenue and income to be prorated must be determined for revenue and income distribution. \* Complete the revenue and income distribution part of the Form SW-2660.

b) **One Price**

1) **Units data individually identified.**

\* A copy of the study or logic that establishes the revenue distribution must be attached to the SW-2660.

- 2) Units data not individually identified - determine (1) the percent of revenue or income each state receives and (2) the percent of revenue or income designated GHQ, the prorate type(s), and the percent of revenue and income to be prorated using each prorate type.\*

Complete the revenue and income distribution part of the form

The GHQ Prorate Type Table identify the GHQ prorate types associated with the departmental expense accounts. (See Page 15)

# GHQ PRORATE TYPE TABLE

## PRORATE

TYPE	AA	AB	AI	AO	AP	AQ
MAIN	1320	6110,6120	6210,6220	6311	6341	6351
ACCOUNT		6115,6122	6212,6230			
		6116,6123	6215,6232			
		6124				

## PRORATE

TYPE	AR	AS	AT	AU	AV	AW
MAIN	6362	6411	6421	6422	6423	6424
ACCOUNT						

## PRORATE

TYPE	AX	AY	AZ	A1	A2	A3
MAIN	6426	6511,6512	6531,6534	6611	6621	6622
ACCOUNT			6532,6535	6612		
			6533	6613		

## PRORATE

TYPE	A4	A5, A9	A6	A7
MAIN	6623	6711,6724	6726	7370
ACCOUNT		6712,6725		
		6721,6727		
		6722,6728		
		6723,7360		

## MONTHLY UNITS DATA REPORTING

### Data Provision

The Contract Administrator is responsible for tracking and providing units data. Units data must be provided on Form SW-2681 to the Manager-Affiliate Services (Billing), One Bell Center, 38-U-5, each month for determining billable amounts. The Contract Administrator may choose to develop a mechanized Form SW-2681 which does not follow the format of the official form exactly. These will be acceptable if the form is labeled SW-2681 and all of the necessary information is present. Form SW-2681 must be received by the Manager-Affiliate Services (Billing) no later than the fifteenth calendar day of the month following the month in which the service was provided. If the fifteenth calendar day falls on a weekend, Form SW-2681 must be received by the Manager-Affiliate Services (Billing) no later than the Monday following the fifteenth.

Form SW-2680 must be submitted with current pricing addendum before Form SW-2681 can be processed for billing.

### Positive Reporting

Form SW-2681 must be provided by the billing due date even if there are no billing units to report for a specific month. The affiliate, schedule, and addendum numbers must be on the form with a statement of "NOTHING TO REPORT" or zeroes entered in the Units Provided field.

### **Data Estimation/Adjustments**

If it is necessary to estimate units data, the Contract Administrator submits the estimate on Form SW-2681. The Contract Administrator is responsible for tracking actual versus estimated units and adjusting the next month's units to reflect any differences. The adjustment is made by submitting another Form SW-2681 (using original billing month) indicating additional charges or a credit for overestimated charges. Put a minus (-) or a plus (+) in front of the number of units. This indicates that you are subtracting from or adding to what was previously billed for that affiliate. The word 'ADJUSTMENT' must be on top of SW-2681.

### **Nonrecurring Charges or Special Charges**

Form SW-2681 is also used to report the billing of nonrecurring (special) charges. For instance, travel expenses incurred while providing service, unforeseen additional one-time expenses, etc. These charges must be entered in the boxed in area at the bottom of the Form SW-2681 indicating description of special charges (see Page 19, H).

A Job Function Code (JFC) must be entered in the JFC field. The JFC should be that of the person performing the service or in effect related to that service. Only one JFC per special charge can be entered. The main account must be entered in the proper field. Note: The main account that is associated with a JFC may be found in the SATRN Account and Expenditure Dimension Guide.

**Instructions for Preparation of Form SW-2681, AFFILIATE BILLING DATA -  
MONTHLY UNITS**

- A) Enter the month and year the service(s) were performed, e.g., May 1997 for services provided in May to appear on bills dated June 1997. If the SW-2681 is being prepared for an adjustment, enter the month and year the service was performed. Write 'ADJUSTMENT' next to the month and year.

Note: Only one month can be reported in this field.

- B) Enter the appropriate schedule and addendum number you are reporting, e.g., 017-004 which is Official Communications Services (Schedule 017), Official Directory Services (Addendum 004).
- C) For audit purposes, an explanation for all adjustments must be included on/or attached to the appropriate SW2681's.
- D) Enter the affiliate number for which units are being reported, e.g., 200 would be SBC Asset Management, Inc. If this form is being used to report the monthly units used on the same item or several companies, enter the schedule and addendum number, e.g., 017-004 in B, and then enter the affiliate numbers, e.g., 200, 500, etc., in the affiliate number spaces.
- E) Enter the unit price of the item for which the usage is being reported.
- F) Enter the unit description of item for which usage is being reported, e.g., Line Items-Stock Forms.

- G) Enter the number of units billable by each section. e.g., 3 GHQ, or 3 KS, 2 MO, 1 TX. If you are reporting an adjustment, put a minus (-) or a plus (+) in front of the number of units. This indicates that you are subtracting from or adding to what was previously billed for that affiliate.
- H) This section has been provided on the SW-2681 to be used for special charges. Enter the affiliate number for whom the special charge applies, the dollar amount, Main Account and JFC, and a description of the special charge. Enter GHQ, or the appropriate state in the Section space. If the income and revenue distribution is to be the same for the special charge as the distribution for the other items in the schedule and addendum, place an X in the "Same Revenue Distribution box." If the distribution is to be different, use the appropriate Income and Revenue Distribution section provided below the special charge section. The preparation of this section is the same as for the Income and Revenue Distribution section of the Form SW-2680, Affiliate Billing Data (Section III, Pages 8 and 9, Instructions F and G).
- I) The Contract Administrator should enter their title, the date and then sign on the signature line.
- \*\* Forward the completed SW-2681 to the Manager-Affiliate Services (Billing), One Bell Center, by the appropriate due date on the current Affiliate Billing contract schedule.

**Instructions for Preparation of Form SW-2681A, AFFILIATE BILLING DATA -  
MONTHLY UNITS BY MARKET AREA (Schedules 975, 977, 994, 114 ONLY)**

- A) Enter the month and year the service(s) were performed, e.g., April 1997 for services provided in April to appear on bills dated May 1997. If the SW-2681A is being prepared for an adjustment, enter the month and year the service was performed. Write 'ADJUSTMENT' next to the month and year.

Note: Only one month can be reported in this field.

- B) Enter the appropriate schedule and addendum number, e.g., 975-050 which is Business Service Center (Schedule 975), Cellular Radio Service - KC (Addendum 050).
- C) For audit purposes, an explanation for all adjustments must be included on/or attached to the appropriate SW-2681's.
- D) Enter the affiliate number for which units are being reported, e.g., 625 would be SB Messaging Services, Inc. If this form is being used to report the monthly units used on the same item or several companies, enter the schedule and addendum number, e.g., 975-050 in B and then enter the affiliate numbers, e.g., 625, 700, etc., in the affiliate number spaces.
- E) Enter the unit price of the item for which the usage is being reported.
- F) Enter the unit description of item for which the usage is being reported, e.g., Cellular Radio Service.



- G) Enter the number of units billable by each market area section, e.g., 3 AR or 3 KS, 2 MO, 1 Austin. If you are reporting an adjustment, put a minus (-) or a plus (+) in front of the number of units. This indicates that you are subtracting from or adding to what was previously billed for that affiliate.
- H) This section has been provided on the SW-2681A to be used for special charges. Enter the affiliate number for whom the special charge applies, the dollar amount, Account and JFC, and a description of the special charge. Enter the appropriate market area in the Section space. If the income and revenue distribution is to be the same for the special charge as the distribution for the other items on form, then place an X in the "Same Revenue Distribution box."
- I) The Contract Administrator should enter their title, the date and then sign on the signature line.
- Forward the completed Form SW-2681A to the Manager-Affiliate Services (Billing), One Bell Center, 38-U-5.



Retain 10 Years, unless \_\_\_\_\_

## AFFILIATE BILLING DATA MONTHLY UNITS

\*NOTE: A WRITTEN EXPLANATION FOR ALL ADJUSTMENTS MUST BE INCLUDED ON OR ATTACHED TO APPROPRIATE SW-2881.

MONTH & YEAR IN WHICH SERVICE WAS PROVIDED A

SCHEDULE & ADDENDUM NUMBER B

G

\*ADJUSTMENT EXPLANATION: C  
 AFFILIATE NUMBER D UNIT PRICE \$ E  
 UNIT DESCRIPTION F  
 SECTION GHQ AR KS MO OK TX  
 UNITS PROVIDED: \_\_\_\_\_

\*ADJUSTMENT EXPLANATION: \_\_\_\_\_  
 AFFILIATE NUMBER \_\_\_\_\_ UNIT PRICE \$ \_\_\_\_\_  
 UNIT DESCRIPTION \_\_\_\_\_  
 SECTION GHQ AR KS MO OK TX  
 UNITS PROVIDED: \_\_\_\_\_

\*ADJUSTMENT EXPLANATION: \_\_\_\_\_  
 AFFILIATE NUMBER \_\_\_\_\_ UNIT PRICE \$ \_\_\_\_\_  
 UNIT DESCRIPTION \_\_\_\_\_  
 SECTION GHQ AR KS MO OK TX  
 UNITS PROVIDED: \_\_\_\_\_

\*ADJUSTMENT EXPLANATION: \_\_\_\_\_  
 AFFILIATE NUMBER \_\_\_\_\_ UNIT PRICE \$ \_\_\_\_\_  
 UNIT DESCRIPTION \_\_\_\_\_  
 SECTION GHQ AR KS MO OK TX  
 UNITS PROVIDED: \_\_\_\_\_

H

**SPECIAL CHARGE** ☐ SAME REVENUE DISTRIBUTION  
 AFFILIATE NUMBER \_\_\_\_\_ SECTION \_\_\_\_\_  
 SPECIAL CHARGE TO BE APPLIED TO CURRENT MONTH'S BILL \$ \_\_\_\_\_  
 SPECIAL CHARGE: MAIN ACCOUNT \_\_\_\_\_ JFC \_\_\_\_\_  
 DESCRIPTION OF SPECIAL CHARGE \_\_\_\_\_

**INCOME AND REVENUE DISTRIBUTION:**  
 GHQ  
 Arkansas \_\_\_\_\_% Kansas \_\_\_\_\_% Missouri \_\_\_\_\_% Oklahoma \_\_\_\_\_% Texas \_\_\_\_\_% GHQ \_\_\_\_\_%  
 Enter GHQ Prorate Percentage(s): AS \_\_\_\_\_% AS \_\_\_\_\_% AY \_\_\_\_\_% \_\_\_\_\_%

I

APPROVED BY:  
 CONTRACT ADMINISTRATOR \_\_\_\_\_  
 TITLE \_\_\_\_\_ DATE \_\_\_\_\_

FOR INTERNAL USE ONLY

☐ Official File Copy, if checked in Red

SW-  
Rev

Southwestern Bell Telephone

**AFFILIATE BILLING DATA MONTHLY UNITS  
BY MARKET AREAS**

(SCHEDULES 975, 977, 992, 994 AND 114 ONLY)

Retain 10 Years, until \_\_\_\_\_

MONTH & YEAR IN WHICH SERVICE WAS PROVIDED \_\_\_\_\_ A

SCHEDULE & ADDENDUM NUMBER: \_\_\_\_\_ B

ADJUSTMENT EXPLANATION: \_\_\_\_\_ C

AFFILIATE NUMBER \_\_\_\_\_ D UNIT PRICE \$ \_\_\_\_\_ E

UNIT DESCRIPTION \_\_\_\_\_ F

MARKET AREAS: ARK (KS) (K.C.) MO ST. LOUIS OKLAHOMA

G UNITS PROVIDED: \_\_\_\_\_

MARKET AREAS: DALLAS HOUSOUTHEAST (SAN ANTONIO) (AUSTIN)  
TEXAS SOUTH TEXAS CENTRAL & WEST TEXAS

UNITS PROVIDED: \_\_\_\_\_

ADJUSTMENT EXPLANATION: \_\_\_\_\_

AFFILIATE NUMBER \_\_\_\_\_ UNIT PRICE \$ \_\_\_\_\_

UNIT DESCRIPTION \_\_\_\_\_

MARKET AREAS: ARK (KS) (K.C.) MO ST. LOUIS OKLAHOMA

UNITS PROVIDED: \_\_\_\_\_

MARKET AREAS: DALLAS HOUSOUTHEAST (SAN ANTONIO) (AUSTIN)  
TEXAS SOUTH TEXAS CENTRAL & WEST TEXAS

UNITS PROVIDED: \_\_\_\_\_

H SPECIAL CHARGE:

ADJUSTMENT EXPLANATION: \_\_\_\_\_

☐ SAME REVENUE DISTRIBUTION

AFFILIATE NUMBER \_\_\_\_\_ SECTION \_\_\_\_\_

SPECIAL CHARGE TO BE APPLIED TO CURRENT MONTH'S BILL: \$ \_\_\_\_\_

SPECIAL CHARGE: MAIN ACCOUNT \_\_\_\_\_ JPC \_\_\_\_\_

DESCRIPTION OF SPECIAL CHARGE: \_\_\_\_\_

\*INCLUDES KANSAS AND MISSOURI 417 & 816.

APPROVED BY: \_\_\_\_\_

CONTRACT ADMINISTRATOR: \_\_\_\_\_

I TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: A WRITTEN EXPLANATION FOR ALL ADJUSTMENTS MUST BE INCLUDED ON OR ATTACHED TO THIS FORM.

FOR INTERNAL USE ONLY

☐ Official File Copy, If Checked in Red

SW 2681A  
Rev 5/97

## MONTHLY TAX DATA REPORTING

### Data Provision

Certain items provided under contract to Southwestern Bell Corporation and to its affiliates by SWBT, are subject to state, local and federal excise tax. Generally tax must be applied to the sales or lease of tangible personal property and telephone services. The Area Manager-Affiliate Transactions coordinates with the Finance-Tax Division and Legal to determine which items are taxable, what tax applies, and the taxing situs (which state, county, city and local transportation sales/use taxes apply based on where the service is performed, delivered, etc.). On the advice of the Area Manager-Affiliate Transactions, the Manager-Affiliate Services (Billing) informs the Contract Administrators which items are subject to tax, and provides an initial supply of Form SW-2681T, Affiliate Billing Tax Data. The Contract Administrator prepares the SW-2681T for those items that have been identified as subject to taxes. The SW-2681T is attached to the appropriate SW-2681 for that same item and forwarded to the Manager-Affiliate Billing. The number of units shown on the SW-2681T must agree with the number of units on the associated SW-2681 for each taxable item.

### Positive Reporting

Form SW-2681T for taxable items must be provided by the fifteenth calendar day of each month even if there are no taxable units for a specific month. The schedule and addendum number and item description must be on the form with a zero "0" in the first units space.



**PROCEDURE FOR COMPLETING FORM SW-2681T, AFFILIATE BILLING TAX DATA**

- A) Month and year the service was provided that is applicable to the taxes being reported.

Note: Only one month can be reported in this field.

- B) Affiliate, Schedule and Addendum number of the service that is subject to taxes.

- C) Description of the service subject to tax.

- D) Unit price of the service subject to tax.

- E) The city and state where the service was originated.

- F) The city(s) and state(s) where the service was delivered.

- G) The number of units of service subject to tax.

- H) The signature of the Contract Administrator.

- I) The date the SW-2681T was signed by the Contract Administrator.

**AFFILIATE SERVICES CONTACTS:**

**Tom Powers  
Area Manager  
Affiliate Services  
235-9559**

**Addresses all questions concerning the services provided to SBC or any of its subsidiaries comply with all legal and regulatory guidelines.**

**Janice Dreyer  
Manager-Affiliate  
Services (Contracts)  
331-1008**

**Addresses all questions regarding new services. Prepares contracts, arranges for legal review and authorization by appropriate organizations. Coordinates overall pricing, costing and data provision efforts related to each contract.**

**Victoria Y. Foster  
Manager-Affiliate  
Services (Billing)  
235-4931**

**Addresses all questions regarding the coordination of affiliate billing input and the rendering of the affiliate bills. Handles the temporary projects of SWBT to SBC or any of its other subsidiaries.**

**Donna McRoberts  
Senior Steno  
235-4884**

**Julie Stennett  
Senior Records Clerk  
331-2610**





## **Attachment 8**